

## UCareerLink Instructions

### How to apply for an interview using *UCareerLink*:

1. **ALL** campus interview scheduling is conducted through **Career Services** and the *UCareerLink* database
2. In order to interview, you must be registered with Career Services and part of that database. You will need a separate account once you have started your MAcc.
3. You need to have a resume uploaded into the system (My Documents section) in order to request an interview
4. Please read **ALL** instructions carefully for each employer, as specific requirements will vary and some are quite different from last year (Word doc. application, DARS report, cover letter, online application, etc.)
5. When you are ready to “request an interview” make sure **ALL** required documents are uploaded into your profile, because you must attach all of them at the same time

### My Profile in *UCareerLink*:

1. You will be screened for data matching employer requirements, e.g. major, graduation date and GPA
2. Please list the major and degree **you are seeking**, not the one you have just earned
3. List the future graduation date for the degree you are seeking
4. Make sure your email is correct and that you check it often. You will be informed about interviews via email. If it is a free account, keep it cleaned out

### Open sign-up vs. pre-select schedule:

1. An open sign-up is a first-come-first-served situation. Go to *UCareerLink*, select the employer and pick an interview time that suits you.
2. Pre-select schedules require you to “request an interview” by attaching appropriate documents; employers will review your materials and let you know by email if you have been selected to interview; at that point you go back to *UCareerLink* and select an interview time slot. Here is a sample of the deadline dates you will see for each employer:

• <b>Timeline</b>	
<b>Date</b>	<b>Signup Method</b>
8/24/2009	Preselect resume submission period is open
9/16/2009	Preselect resume submission period is closed
9/20/2009	Online signup is open for selected candidates
9/23/2009	Online signup is open for selected alternate candidates
9/25/2009	Online signup is closed

### 150 hour rule:

1. You cannot work as a CPA without a Master’s Degree (150 collegiate level semester hours of education) in most states. Exceptions are California, Colorado, New Hampshire, Vermont, and Delaware.
2. Do not imagine that you could work in one of these states with a BS degree for one year and then return to Utah. Firms are hiring for professional positions and expect you to stay with them for a reasonable period.
3. **If you are getting your bachelor’s degree and want to interview for a referral to one of these states, you must email the following information to Melissa Kraft: Name, Graduation Date, Schedule # you would like to apply for, location you are wanting to go to.**

### Questions:

1. **Please do not contact the individual firms with questions about on campus recruiting.** Career Services is here to help you with any concerns – please contact Melissa Kraft instead.
2. All interviews will be held at Career Services, 350 SSB
3. What’s next? Office visit, offer, referral, etc.
4. Again, if you have questions about salaries, appropriate dress, negotiating, out-of-state relationship-building, etc., please contact Melissa Kraft